

CONFIDENTIAL

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MEMORANDUM FOR: Acting Deputy Director (Support)

SUBJECT: Report of Accomplishments and Objectives

1. This memorandum is for information only.

2. The Office of Logistics has continued to perform the routine and essential functions to fulfill the mission of the office. Tab "A" of this memorandum highlights certain detailed accomplishments of the various components of the office for the period 1 January 1963 through 30 June 1963. Tab "B" sets forth the future and continuing objectives as defined by these components on 1 July 1963.

3. From a management point of view, three areas of activity are particularly worthy of note:

a. There has been a steadily increasing workload throughout the Office of Logistics. We have continued our efforts to absorb this increase in workload through active exploration of automation processes, new techniques and revised procedures.

b. The volume of worldwide construction activity continues to increase, requiring the commitment of more Agency engineers to monitor major projects in widely separated areas of the world.

c. We are showing steady improvement in Agency procurement controls, contracting procedures, and increased value per dollar expended. Much of this improvement is traceable to the increased overall competence of Agency negotiators engaged in the procurement activity.

JAMES A. GARRISON  
Director of Logistics

Attachments:  
As stated

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A

**ACCOMPLISHMENTS**  
**1 January 1963 to 30 June 1963**

**Administrative Staff**

1. Nine employees were separated from the Office of Logistics as substandard or surplus personnel during the reporting period.
2. Five Logistics junior-officer-trainees were entered on duty and five more were placed in process to enter on duty by the end of calendar year 1963.
3. The Logistics Support Course was conducted for three weeks, 8 - 26 April 1963.
4. One hundred and twelve Logistics employees were converted to Career Staff status.
5. Logistics employees were screened and nominations were forwarded for the Office of Logistics participation in the Agency's Mid-Career Training Program.
6. A Signal Center was established [redacted] and Logistics headquarters were added to the Agency's worldwide commo net. This permits direct cable communication between overseas stations and these Logistics facilities, and speeds the servicing of requirements levied on the Office of Logistics.
7. The relocation of Office of Logistics components within Quarters Eye was completed.

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**Planning Staff**

8. [redacted]

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**ACCOMPLISHMENTS**  
**1 January 1963 to 30 June 1963**

**Security Staff**

16. A new "Security Requirements for Contractors", to include changes in clearance procedures and receipt forms for classified documents, has been published.

**Logistics Services Division**

17. A utilization study of departmental space, accomplished in April 1963, indicated that the Agency over-all utilization of office space better the norms established by General Services Administration.
18. The relocation of the Office of Basic Intelligence and the Acquisitions Branch/OCR was completed during the reporting period. Readjustments of assigned space were also accomplished for several other Agency components.
19. The space survey of TSD/DDP was completed and further space in R&S Building was allocated.
20. More efficient and economical ways of disposing of classified trash were investigated and it was decided that the paper pulping machines known as SQMAT offer the best solution to our problem.
21. The review of space requirements to be generated by the demolition of Quarters Eye, Alcott Hall, R&S, and North buildings resulted in a decision that 500,000 square feet of downtown office space should be sought for the consolidation of the majority of activities not presently located at the Headquarters Building.

**Printing Services Division**

22. Newly designed humidity control equipment has been received and installed by GSA in the Press and Platemaking rooms of the South Building plant.
23. A formal review of the reorganization of the division has been completed by the Office of Personnel.
24. Rudiments of a testing facility have been established within the division to test supplies before acceptance. This facility will be further expanded in a routine fashion.

**ACCOMPLISHMENTS**  
**1 January 1963 to 30 June 1963**

**Printing Services Division (Continued)**

25. Through arrangements made with the Xerox Corporation, a series of training sessions were held to train new personnel and update present operators of Xerox 914 copying equipment. (NEW)
26. A thorough study of methods and procedures utilized in the production of the NIS resulted in a number of worthwhile recommendations. When implemented, there should be a decided reduction in in-plant production time and also in time required by OBI/DDI in preparing and processing the NIS. (NEW)

**Procurement Division**

27. The scope of the "uniform instructions to contractors" was greatly enlarged, and now covers instructions and guidance on a large percentage of frequently recurring contractual problems with contractors.
28. The Procurement Handbook, HNB 45-3, was completed and distributed.
29. The Contractor Evaluation Program, for use by the Office of Logistics and sponsoring components of the Agency, has been implemented. These evaluations are available for use in day-to-day dealings with contractors, and include a number of special restrictions on future dealings with certain of the evaluated contractors.
30. A study of the procedures used by DOD in price analysis of cost proposals was completed. Subsequently, a new program for price analysis was implemented by the division.
31. An analysis of the educational assets of the division's professional personnel was completed, and counseling effected to encourage the completion of educational goals.

**Real Estate and Construction Division**

32. The program to compile factual information on domestic housing costs has been suspended pending policy determination on continuation of subsidized domestic housing.
33. Various worldwide construction projects have been completed. This list includes the Vibration Test Laboratory and expanded emergency power facilities-

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ACCOMPLISHMENTS

1 January 1963 to 30 June 1963

Real Estate and Construction Division (Continued)

34. A program for periodic operational tests of the two emergency power generators at the Headquarters Building has been initiated with two successful tests during the reporting period. These tests resulted in modifications in the powerhouse and main substation to further reduce the possibility of a commercial power outage.

Supply Division

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36. Three catalogs were refined and prepared for publication during the reporting period. Upon publication of these catalogs, this function will revert to a normal maintenance and updating procedure.
37. A review of surveillance procedures for TSD special devices resulted in the formation of new standard inspection procedures. This is now considered to be a routine function.
38. The review of property-in-use accounts to determine feasibility for conversion to Type II financial accountability has been completed. All such accounts suitable for conversion have been so converted.
39. A new pallet and rigging system was developed and has been accepted as the standard by operational air elements. Quicker reaction, easier and faster rigging of materiel for airdrop will reduce manpower and time requirements. (NEW)
40. A revised Monthly Supply Operations Report was developed and distributed to CONUS depots for use commencing with FY 1964. This report should provide a better management tool for depot chiefs, and a more meaningful report for headquarters analysis of depot operations. (NEW)

ACCOMPLISHMENTS  
1 January 1963 to 30 June 1963

Transportation Division

41. A Consolidated Table of Vehicular Allowance has been established for each of the 26 operating offices having vehicle requirements.
42. A comprehensive travel booklet, "Domestic Travel," has been published to assist travellers in connection with permanent change of station within the continental United States.
43. Subsequent discussions with Office of the Comptroller and Supply Division have resulted in cancellation of a proposal to convert the Highway Branch of this division to a Type II accountability system.
44. A study of air travel modes and accommodations was completed and policy proposals submitted for incorporation in the Agency "22" series of regulations.
45. Approval for the preprinting of certain parcel post labels utilized by the division was secured. This expedites parcel post shipments and eliminates considerable typing. (NEW)
46. Redistribution of duties within the division has resulted in the consolidation of paper distribution, thus expediting the movement of information to field stations and other interested Agency components. (NEW)



B

FUTURE AND CONTINUING OBJECTIVES  
1 July 1963 to 31 December 1963

EXPECTED  
COMPLETION DATE

Administrative Staff

- |   |                       |
|---|-----------------------|
| 1. To maintain the ceiling, on-board and T/O strengths in line, including forecasts of ages and grades of personnel to be recruited.                | Continuing Objective. |
| 2. To transfer out of Logistics or separate from the Agency substandard and/or surplus personnel.   | Continuing Objective. |
| 3. To review Logistics functions and procedures and to conduct surveys in order to reduce or eliminate unnecessary paperwork.                       | Continuing Objective. |
| 4. To continue the necessary review of headquarters and field Logistics regulations.  | Continuing Objective. |
| 5. To more effectively coordinate career management and training functions with a view toward facilitating the development of Logistics Careerists. | Continuing Objective. |
| 6. To continue the recruitment of high quality junior officers for training in the logistics field.   | Continuing Objective. |
| 7. To continue the investigation of automatic data processing applications within the Office of Logistics.  | Continuing Objective. |

Planning Staff

- |   |                       |
|---|-----------------------|
| 8. <div data-bbox="207 1732 954 1921" style="border: 1px solid black; width: 460px; height: 90px; display: flex; align-items: center; justify-content: center;"> </div> | Continuing Objective. |
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**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Planning Staff (Continued)**

8.
9.
- a. To continue Project  based on requirements established by the military.
- b. To establish and maintain required Agency reserves of Agency-developed items to support Agency war-time plans for unconventional warfare activities.
10. To develop logistical plans for wartime support and for support of cold war covert operations, including large scale paramilitary operations and facets thereof.
11. **Emergency Relocation Plan**
- a. To develop and refine plans for the relocation of the headquarters personnel elements to augmentation sites.
- b. To review, revise, and update the Office of Logistics Emergency Relocation Policy Guide.

Continuing Objective.

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Continuing Objective. The layouts for a  Planning Guide have been completed and forwarded to the printer. This publication will be used in the development of requirements and planning programs in connection with the storage and maintenance of materiel. The guide will be distributed by 31 August 1963.

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Continuing Objective.

Continuing Objective.

Continuing Objective.

Continuing Objective.

FUTURE AND CONTINUING OBJECTIVES  
1 July 1963 to 31 December 1963

EXPECTED  
COMPLETION DATE

Planning Staff (Continued)

12. To review, analyze, and recommend specific overseas areas for Agency reserves, and develop recommendations for improvement in the logistic system.
13. To coordinate information on the support of major paramilitary operations in order to recognize logistic problem areas and to recommend solutions therefor.
14. To revise Agency paramilitary stockage objectives based on new operational planning data. (NEW)
15. To develop a field handbook on support to be provided the Agency by the military services. (NEW)

Continuing Objective. The study of the need for a [ ] continues. Revised completion date for this particular item is 1 July 1964.

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Continuing Objective.

1 July 1964.

31 January 1964. A proposed field handbook has been staffed out in draft within the Office of Logistics and SOD/DDP.

Security Staff

16. To complete a security survey of the operation of [ ]
17. To revise industrial security clearance records so that they will be available by company name as well as by name of individual, thus shortening the time required by technical personnel in preparing for inspection trips.
18. To revise the classified "Industrial Security Standards for Safeguarding Classified Material." (NEW)
19. To conduct an orientation program for technical personnel assigned to the DD/S&T relative to security procedures in making precontract contacts, securing of proposals, etc.

Indefinite. Initiated August 1961 but not completed due to priority matters utilizing available personnel.

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31 August 1963.

31 December 1963.

31 December 1963.

**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Logistics Services Division**

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|---|---|
| 20. To improve the controls over departmental space in order to achieve better utilization of Agency space assets.                                    | Continuing Objective.   |
| 21. To relocate certain major components of the Agency--<br><div style="border: 1px solid black; height: 40px; width: 400px; margin-top: 5px;"></div> | 15 October 1963.  |
| 22. To complete an inspection of electrical appliance installations in the Headquarters Building.   | 30 September 1963. This inspection is approximately 60 percent complete and has largely been accomplished on an overtime basis. |
| 23. To install a carpool locator system in the Headquarters Building.   | Indefinite. A system was designed and approved, but construction was postponed due to higher priority work.                     |
| 24. To complete installation of the Director's Portrait Art Gallery on the first floor of Headquarters Building.                                      | Indefinite. This project was placed in suspense pending decisions from the Agency's Fine Arts Commission.                       |
| 25. To complete site preparations for the Automatic Data Processing Staff computer center in the Headquarters Building. (NEW)                         | 15 July 1963.   |
| 26. To improve heating and cooling equipment and systems in the Headquarters Building. (NEW)  | Continuing Objective.   |

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**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Logistics Services Division (Continued)**

27. To provide outside recreational facilities at the Headquarters Building. (NEW)
28. To redecorate the Headquarters Building in accordance with plans and decisions by the Agency's Fine Arts Commission.

Indefinite. Softball diamonds have recently been completed by the Real Estate and Construction Division.

Continuing Objective.

**Printing Services Division**

29. To continue investigation of new methods and processes which may be utilized in printing plants to increase production and effect economy.
30. To investigate the utilization of mechanical means to compare perforated tape with original manuscript in order to eliminate errors from tape and thus reduce proofreading burden.

Continuing Objective.

Indefinite. As mentioned in the last report, this objective has become an integral part of an entirely new concept in printing. The direct result of this concept, as it effects a reduction in the proofreading problem, is that thru the use of newly designed equipment, a basic tape is to be furnished PSD by the customer (or generated at PSD from customer copy). This tape will then be properly coded by PSD technicians and used to operate either hot metal line casting equipment (where the incidence of mechanical error is low), or automated photo-composing equipment (in which the incidence of mechanical error is almost zero). Either area in which this system will be used will be instrumental in greatly reducing the problem of proofreading.

**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Printing Services Division (Continued)**

31. To review methods of printing the FBIS daily publication in order to improve quality and production time.

31 December 1963. PSD technicians have devised a system, and a new device, which allows for use of the teletype tape coming in from the field in conjunction with its attendant printout. An error free tape and master ready for the offset press, at an estimated savings in typing time of approximately 50 percent and an overall production savings for FBIS of approximately 33 percent, can be produced after several interim steps. Final FBIS studies of internal procedures and equipment recommendations are underway.

32. To expand the use of photographic composition, particularly in connection with Monotype tables.

Indefinite. Successful completion of this objective is dependant upon the new concept of receiving basic text tape from the customer. This tape can then be coded for use in photocomposing equipment by either of two methods: (a) use of programmed computer, or (b) the use of manually-monitored equipment which has been designed. When this step in the production of textual material has been mastered, the more difficult problem of applying it to tabular material will be investigated.

33. To relocate the reconstituted Graphics and Visual Aids Staff. (NEW)

30 September 1963. This combines the Visual Aids Unit formerly assigned to the SSA-DD/S and the Support Branch formerly assigned to the Administrative Staff/OL.

**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Printing Services Division (Continued)**

34. To complete a major project requirement levied by SR/DDP. (NEW)
35. To apply more efficient methods to the printing of the NIS. (NEW)

Indefinite. New equipment has been acquired and additional personnel to man it have been recruited.

Indefinite. Proposed improvement involves the use of customer-prepared tapes for operating line casting equipment or photocomposing equipment. This objective may involve the use of Agency computer center facilities and the acquisition of a photocomposing machine.

**Procurement Division**

36. To continue emphasis on a program of annual inspections and contractor-reporting on Government Furnished Equipment in the hands of contractors.
37. To revise our older R&D Base Contracts in accordance with recent legislation.
38. To establish new sources for those contractors whose evaluations, as a result of our Contractor Evaluation Program, are considered to be marginal or unsatisfactory. (NEW)

Indefinite. The number of contractors holding GFE totals 96. Eighty percent of these have submitted the requested Property Record Cards; thirty-four were visited for annual inspection of GFE during the reporting period.

Indefinite. Six additional Base Contracts more than three years old were replaced with new contracts containing changes reflecting current policy and contract provisions.

Continuing Objective



**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Procurement Division (Continued)**

39. To improve internal management and methods for carrying out the division's mission. (NEW)
40. To publish an internal Procurement Division Operating Manual, which will consolidate separate division instructions and include division policy and procedures. (NEW)
41. To improve coordination with those Agency components sponsoring procurement activities, in order to assist those components to complete their planning early in the fiscal year so that contracting requirements may be better spread over the four quarters of the fiscal year. (NEW)

1 November 1963. A series of internal management meetings and critiques will be conducted between 8 July and 28 October which will review in detail all significant aspects and present procedures.

31 December 1963.

Continuing Objective.

**Real Estate and Construction Division**

42. To continue the study of overseas hardship stations to improve living conditions in the form of housing, office space, and other requirements.

This is a necessary step toward evaluation and action on alleged hardship or inequitable conditions.

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**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Real Estate and Construction Division (Continued)**

43. To complete the construction program

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44. To secure required space for stay-behind elements  
and to complete the relocation of these components.

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**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Real Estate and Construction Division (Continued)**

45. To improve the quality of liaison with other departments and agencies (State Department, DOD, GSA).
46. To continue to monitor construction projects in overseas and domestic areas.
47. To improve the quality of records on real estate holdings.

Continuing Objective. State and GSA liaison has been much improved, in some instances amounting to joint action as on Langley

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Indefinite. A revision of Real Property Summary, Form 1768, has been printed and is being posted for inventory purposes. It is planned that this form will supplant the individual Real Property Report, Forms 360 and 979, and should greatly improve the quality of our records.

**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Real Estate and Construction Division (Continued)**

48. To obtain complete data from proprietaries as to their real estate holdings in order to increase the accuracy of total Agency real estate summaries.
49. To complete the installation of improved lighting facilities in West Parking Lot, Headquarters Building. Contract has been awarded by GSA. (NEW)

Indefinite. A proposed secure method of recording real estate holdings of proprietaries has been submitted to the DD/S. Efforts to push this objective are continuing.

31 December 1963.

**Supply Division**

50. To prepare a division instructional manual covering procedures as they now apply to each function, and thus eliminate various separate issuances now on the books.
51. To convert ZI depots to Type I accountable activities.
52. To initiate a program whereby the computer will calculate the new requirements for stock replenishment utilizing the Economic Order Quantity technique.
53. To shift a substantial portion of the paper processing, packing and crating, technical inspection, and shipping from [redacted]

Indefinite. Nine sections of the Supply Division Procedures Manual have been published.

30 August 1963.

Indefinite. Preliminary work has been started on this program.

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**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

**EXPECTED**  
**COMPLETION DATE**

**Supply Division (Continued)**

54. To analyze all airborne support items to provide adequate support of aerial delivery capabilities. Our study should lead to the disposal of obsolete, unserviceable, and nontransportable items.

Continuing Objective. Purification of airborne support materiel is continuing at a satisfactory pace. The use of acceptable substitute items available from other government agencies on a no-cost basis is being encouraged.

55.

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ZDAI

56. To establish a headquarters inventory control point for overall management of ZI depot stocks. This activity will complement the decentralization of accountability to the depots.

31 August 1963.

57. To develop a surveillance program applicable to materiel packed and stored in special containers

Indefinite. Trial programs will be used to develop a composite procedure for the surveillance of this materiel.

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58. To participate in the Federal Catalog System administered by GSA for all nonsensitive materiel.  
(NEW)

31 December 1963.

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**FUTURE AND CONTINUING OBJECTIVES**  
**1 July 1963 to 31 December 1963**

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**EXPECTED**  
**COMPLETION DATE**

**Supply Division (Continued)**

59. To establish a cross reference system relating manufacturer part number to federal stock number. This should greatly simplify identification problems and will reflect repetitive demands in our computer operations and will lead to increasing the scope of stock items. (NEW)

Indefinite.

**Transportation Division**

60. To review Tables of Vehicular Allowances to determine current validity of justification for cars.
61. To revise Agency procedures for the documentation of shipments supported by the military services in line with MILSTAMP (Military Standard Transportation and Movement Project).
62. To complete procedures, in coordination with the Office of the Comptroller and the Department of the Army, for reimbursement for shipments of household effects, baggage, and privately owned vehicles. (NEW)
63. To complete a study of shipping procedural changes which may be required as a result of the decentralization of supply functions to domestic depots. (NEW)
64. To monitor any necessary modification of existing procedures in connection with the establishment of Consolidated Tables of Vehicular Allowances with the particular objective of assuring necessary control of such CTVA's. (NEW)

Continuing Objective.

1 October 1963. The effective date for DOD implementation of MILSTAMP has been changed from 1 July to 1 October 1963 to allow for publication of final DOD regulations.

15 August 1963.

1 September 1964.

31 December 1963.

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